Homework 1

(5 marks)

1. In the range F6:J10, enter the following data: ( 0.5 mark)

(expand the column widths as necessary to show the text and data values):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer name** | **city** | **Last service** | **hours** | **Hourly Rate** |
| **Mohammed** | **Jeddah** | **8/3/2013** | **3** | **$17.50** |
| **Khalid** | **Jiddah** | **10/2/2013** | **2** | **$14.25** |
| **Fares** | **Ryadh** | **18/1/2013** | **1** | **$16.00** |
| **Zyiad** | **Riyadh** | **1/1/2013** | **4** | **$20.75** |

1. Check the spelling in the workbook, correcting any spelling errors, and then proofread

the workbook.(0.5 mark)

1. Format your table ( change the color, font style, font size, fill color, rotate the headings and set the boarder ). (3 marks)
2. preview the worksheets to ensure that each fits onto a single page, and then print the entire workbook.(1 mark)